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28 DEC 1973

*not in
new year
new green
there*

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Activity Report - Office of Finance

1. The following is a summary of certain significant activities of the Office of Finance for the week ended 28 December 1973:

a. W-2's for 1973.

(1) We expect to receive today from OJCS the last of the test year end tax reports required to confirm system readiness for preparation of W-2's. 25X1



b. Information Science Course. The first running of the 4-week course, Information Science for Financial Management, was completed on 21 December. Initial feedback indicates that the course satisfied the objectives of the participants and should be offered again next year. We will participate with the Office of Training in an objective evaluation of student and instructor critiques as a basis for developing future plans.

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